

## 2016-17 School Year

# Correlation of Course Codes and Endorsement Codes/Employment Standards

### GENERAL INSTRUCTIONS

The correlations of course codes and endorsement codes/employment standards are used in reporting teacher, student, and class information.

- **Please use this guide to complete the teacher, student, and class information for the 2016-17 school year and destroy any old correlations.**
- **Ensure you have removed old course codes and changed course codes to reflect the current information on your computer software.**
- **Refer to your specific software instructions when electronically scheduling students.**

### Directions and Clarifications

1. Use the tabs at the bottom of the spreadsheet to find the course codes relevant to your needs.
  - The tabs "**Grades pre-K-8**" and "**Grades 9-12**" contain general *and* special education courses for those grade levels.
    - Some course codes, such as those for special education that are valid for grades K-12, are listed under both tabs.
  - The tab "**CTE**" contains all course codes for Career and Technical Education, including those for students in grade pre-K-8 and grades 9-12.
    - CTE Supervisory Positions are included on this tab.
  - The tab "**EPSO**" contains all Early Postsecondary Options. Early postsecondary courses provide opportunities for high school students to take college-level coursework and earn credit hours that can be applied toward their postsecondary education. This documents includes the specific requirements and course codes for the following types of early postsecondary courses: Dual Enrollment, Advanced Placement, International Baccalaureate, and Cambridge.
  - The tab "**Transfer Credit**" contains course codes for transfer credits for grades 9-12.
  - The tab "**Alt. Assessment**" contains course codes for scheduling students with IEPs who will take the alternate assessment.
2. Any endorsements listed in a series with only a comma between the numbers will be interpreted that any of the endorsements may be used to teach that course
  - For example, "Seventh Grade Language Arts: 001, 101, 400, 401, 402, 007, 407" would mean elementary grades 1-9 (001), or elementary grades 1-8 (101), or middle grades 5-8 (400), or middle grades specialist 1-8 (401), or early grades specialist K-8 (402), or English (007, 407) could be an endorsement to teach seventh grade language arts.
3. Any endorsements listed in parentheses with "and" between the two endorsement codes will be interpreted that the teacher must be endorsed in both areas to teach the course.
  - For example, "Heath and PE: (419 and 420)" would indicate that the teacher had to have both endorsements for Health and Wellness K-12 (419) and Physical Education K-12 (420).

4. Courses and assignments with a "Y" in the column titled "Course Excluded from Prelim. Rptg." are excluded from the Preliminary School Report, and the courses, such as instrumental music and vocal music, are excluded from the class-size limits in accordance with T.C.A. 49-1-104.
5. Courses with a "Y" in the column "CTE-funded" are Career and Technical funded courses and identified by Career and Technical Education's program classification, e.g., agriculture, food, & natural resources (AG), and health science (HS).
6. The "self-contained" codes included under each grade level are to be used by school districts that do not schedule individual subjects at the specific grade level.
7. The "subject" codes included under each grade level are to be used by school districts that schedule individual subjects for a self-contained teacher at the specific grade level or for departmentalized schedules.
8. The art, music, and physical education codes are for self-contained schedules—major portion of the day schedules or minor portion of the day schedules.
  - Teachers in kindergarten through grade 6 who teach art, music, physical education, or computer technology to only the students in their self-contained class should be scheduled using the art, music, physical education, or computer technology self-contained codes for the respective grade levels taught.
  - Teachers in kindergarten through grade 8 who teach art, music, or physical education the major portion of the day should be scheduled using the art (major portion), music (major portion), or physical education (major portion) codes for the respective grade levels taught. The major portion of the day is defined as more than three hours of instruction in the specific instructional area. More than six 30-minute classes or more than four 45-minute classes would be considered the major portion of the day.
  - Teachers in kindergarten through grade 8 who teach art, music or physical education less than the major portion of the day should be scheduled using the art (minor portion), music (minor portion), or physical education (minor portion) codes for the respective grade levels taught. The minor portion of the day is defined as three or less hours of instruction in the specific instructional area. Six or fewer 30-minute classes or four or fewer 45-minute classes would be considered the minor portion of the day.
9. A list of endorsement codes and titles is included on the spreadsheet tab labeled "Endorsement Codes & Titles."

#### Licensing Information

10. Teachers in kindergarten through grade 8 who teach computer skills in a computer lab or in multiple class periods should be scheduled using the computer technology (instructor) code for the respective grade levels taught.
11. A person holding an Apprentice or Professional License may not cross over and teach any sections of a course requiring an endorsement included on an Apprentice Occupational or Professional Occupational License except where noted with regard to selected courses.
12. A person holding an Apprentice Occupational or Professional Occupational License may not cross over and teach any sections of a course requiring an endorsement included on an Apprentice or Professional License.

13. Career and Technical Education courses requiring industry certification may not be taught as one outside the teacher's area of endorsement unless they hold the appropriate industry certification.
14. A person holding a permit may teach only subjects for which an appropriate endorsement(s) is listed on the permit. One cannot have a waiver issued on a permit nor teach one or two sections of the same course outside the area(s) of endorsement on a permit.
15. A person may not teach any of the Technology Preparation courses on a waiver, on a permit, or as one or two sections outside the area of endorsement.
16. Secondary endorsements are the grades 7-12 secondary endorsement codes listed on the Apprentice and Professional Licenses.
17. A teacher with a license endorsed in a subject for grades 7-12 may teach any subject in grade 6 covered by the endorsement(s).
18. Career and Technical endorsements are the Career and Technical endorsement codes listed on the Apprentice, Professional, Apprentice Occupational, and Professional Occupational Licenses.
19. Specialty groups (guidance counselors, social workers, librarians, etc.) may work with the pre-kindergarten classrooms even though the endorsement area does not cover grade pre-K. The pre-K students will not be counted in the ADM number for student capacity because pre-K students are not counted for ADA/ADM.
20. Assistant principals, teaching principals, or dual assignment personnel with more than 50 percent of their responsibilities involved in instructional leadership must hold an administrator license/endorsement.
21. Teachers currently endorsed in early childhood education pre-K-4 will continue to be licensed to teach the grade levels covered by their endorsements. Teachers endorsed in early childhood education pre-K-3 may teach grade 4 in schools having grade 3 if there are no other appropriately endorsed teachers available.
22. No permit will be issued for pre-K courses.

### Scheduling Information

23. Elementary pullout classes, i.e. art (major or minor portion), music (major or minor portion), physical education (major or minor portion), and computer technology (Instructor), where the class moves as one unit, must be scheduled.
24. Multi-age middle grades exploratory codes are to be used only for exploratory areas for which a course code is not listed in the Correlation of Course Codes and Endorsements Codes. Multi-age middle grades exploratory codes would not be used to schedule art, music, P.E., computer, creative dramatics, foreign language, etc.
25. Pre-kindergarten course codes are to be used as follows:
  - If more than 50 percent of students are special education students, use the special education pre-K course code.
  - If less than 50 percent of students are special education students, use the regular pre-K course code.
26. All Cooperative Methodology courses are now referred to as Work-Based Learning.
27. Only schools that are recognized International Baccalaureate (I.B.) schools may use the I.B. course codes.
28. All e-learning (online) courses are assigned to the course code number of the subject category.

29. Elective credit for transfer courses will be offered for the following subject categories: English language arts, science, fine arts, world language, social studies, and math.
30. All students should be enrolled in core subject areas using a core subject course code. Students taking the general assessment should use the four digit code, and students taking the alternate assessment should use the five digit code under the "Alternate Assessment" tab.
31. Modified course codes should be used for instruction outside the four core subjects.
32. Beginning in January 2017, school districts should report attendance for students enrolled in the Individualized Education Account (IEA) Program using the course code 9696. Information about the IEA Program is available at: <http://www.tn.gov/education/section/iea>. If you have questions, please email [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov).
33. State requirements for class size for grades K-12 are as follows.
  - a. Local boards of education shall have policies providing for class sizes in grades K-12 in accordance with the following:

<b>Grade Level Unit</b>	<b>Average Class Size</b>	<b>Maximum Class Size</b>
Voluntary Pre-K	20	20
K-3	20	25
4-6	25	30
7-12	30	35
CTE	20	25

- b. The average class size for a grade level unit (e.g., the unit K-3) shall not exceed the stated average, although individual classes within that grade level unit may exceed the average.
- c. No class shall exceed the prescribed maximum size.
- d. The average class size and the maximum class size shall be based on regular classroom teaching positions, exclusive of principal, assistant principal, counselor, elementary art, elementary music, elementary physical education, librarian, special education, or other specialized positions.
- e. Class size limits may be exceeded in such areas as typewriting and instrumental and vocal music classes, provided that the effectiveness of the instructional program in these areas is not impaired.
- f. Local school districts shall not establish split-grade classes for the purpose of complying with the provisions of the class size averages and maximums. However, these provisions do not prevent school districts from using multi-aged classes.
- g. Local boards of education must approve the establishment of any split-grade classes for any purpose.
- h. The average class size specified for the grade levels involved in split-grade classes will be the maximum size allowed in such classes.

#### Relevant Laws and Policies

34. **T.C.A. § 49-6-3401 (b) (1) titled "Suspension of students expulsion of students":** This section of the law states "any principal, principal-teacher, or assistant principal may suspend any pupil from

attendance at a specific class, classes, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an in-school suspension policy adopted by the local board of education." This section also states "in-school suspension policies shall provide that pupils given an in-school suspension in excess of one day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study."

- In accordance with this section, it shall be the policy of the department of education that local school districts may place students in in-school suspension (ISS) with a licensed teacher or with a non-licensed person (i.e. educational assistant) who is in close proximity to a licensed teacher.
  - This policy applies to the short-term, in-school suspension program that is separate from the alternative school/program that may be offered in school districts. It does not apply to in-school suspension programs combined with the alternative school/program.
  - If a student is receiving special education services, the district must ensure that the Individualized Education Plan (IEP) is being implemented in the ISS setting.
35. No pre-K student can be permanently dismissed without first contacting the Office of Early Learning.
36. The federal No Child Left Behind (NCLB) Act of 2001 requires that all teachers teaching in core academic subject areas must be highly qualified no later than the end of the 2005-06 school year. The core academic subject areas are defined as English (including reading, and language arts), mathematics, science (biology, chemistry, earth science, physics, and physical science), foreign languages (French, German, Latin, and Spanish), civics and government, economics, arts (visual arts and music), history, and geography. While the federal statute provides a broad definition of the term "highly qualified," which applies to all public elementary or secondary teachers (must be fully licensed in the state with no licensure requirements waived), it specifically defines the requirements in relation to *grade level* (elementary, middle, and secondary) and *experience* (new to the profession or existing teachers that are not new to the profession). For each grade level, the law requires that teachers demonstrate competency in the applicable subject areas and outlines multiple mechanisms for demonstrating their competency.